Canyons School District Library

Library Management

Circulation and Fine Guidelines

**Student Circulation Guidelines**

Standard student checkout periods:

* Books: 14 school days
* eBooks: 14 days
* Periodicals: 7 days (secondary)
* Reference: Non-circulating

Student fines:

* Grace period of 1 day before overdue fines are assessed
* .10 per day for overdue books
* .10 per day for overdue periodicals
* Students will be charged the replacement cost for lost or damaged materials. They also may be charged a $3 processing fee.
* Students with overdue materials or unpaid fines should not be allowed to check out additional materials.
* Overdue textbooks should automatically be marked lost after 1 day overdue.
* If a lost book is found in good condition (during the same school year in which it was lost) the student will be refunded the cost of the book. They still may be assessed an overdue fine for the time the book was missing.
* Overdue fines should not exceed $10.00 or $3.00 per item
* Elementary students are not charged fines only damage and replacement costs.

Student check out periods and fine amounts may vary at the discretion of the School Library Media Specialist.

**Staff Circulation Guidelines**

Standard staff checkout periods:

* Books: 1 month
* Equipment (kept through the school year): due at the end-of-year fixed date
* Classroom textbook or novel sets: determined by individual school

Staff fines:

* Staff members are not charged fines for overdue items.
* Staff members will be charged replacement costs for lost or damaged library materials and equipment.

**Fines from other Schools**

Library and textbook fines follow students when they transfer schools within the district. These fines should be paid to the school that the student currently attends and that school should send a check to the original school with the students name, ID number, and title and cost information for the items paid for.